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This instruction implements Air Force Policy Directive (AFPD) 36-26**,** *Total Force Development.* It establishes policy for student administration, conduct and documentation, information management system responsibilities and provides management guidelines for all United States Air Force Academy (USAFA) airmanship and Air Education and Training Command (AETC) formal flying training programs and units. This publication applies to Air Force Reserve Command (AFRC) units. This publication does not apply to the Air National Guard (ANG). Subordinate units may supplement this instruction. Each unit will coordinate its supplement with AETC/A3F before publication and forward one copy to AETC/A3F after publication. Refer recommended changes to this instruction to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority in accordance with paragraph 1.2, and filed in accordance with Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. This instruction requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, *United States Code*, Section 301a and Executive Order 9397, which authorizes collection of the social security number. Forms affected by the PA have an appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), and F036

AETC Y, Training Integration Management System (TIMS) Records, apply. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). **Attachment 1** contains a glossary of the references and supporting information used in this publication.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include Tier Waiver Authorities have been identified for unit compliance items, (1.2), revises A3F responsibilities (1.3.2), revises A3R responsibilities (1.3.3), revises A3V responsibilities (1.3.4) revises 19 AF/A3 responsibilities (1.3.5), revises 306 FTG/CC responsibilities (1.3.6), updates Quota Management website address (1.5), updates Administrative Hold policy (2.2), updates End-of-Course critique questions (2.3), specifies GTIMS grade sheet documentation (4.2.3) and updates Attachment 1.

Chapter 1

OVERVIEW

1.1. Introduction. Flying and parachuting programs, conducted by AETC at the USAF Academy, are comprised of airmanship programs for cadets and the formal training courses for officers, enlisted members, and authorized Department of Defense (DoD) civilian personnel who support airmanship programs. HQ AETC manages airmanship programs to support the USAFA Officer Development System and Air Force Reserve Officer Training Corps (AFROTC) training system as they prepare cadets to serve as commissioned officers in the USAF and other services. HQ AETC manages formal flying training programs to prepare officers, enlisted members and civilian personnel to serve as flying and parachuting instructors. Throughout this instruction, the term "cadet" refers to USAFA and AFROTC cadets enrolled in basic airmanship programs (AM-250, AM-251, AM-490, and AM-420), the term "upgrade cadet" refers to USAFA cadets in advanced airmanship upgrade/instructor/team/jumpmaster programs (AM-465, AM-471, AM-472, AM-473, AM-474, AM-475, AM-491, and AM-496), and the term "student" refers to officers, enlisted members, and civilians who are enrolled in a formal flying and parachuting training program. Refer to AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management* for additional guidance.

1.2. Waivers. Policy and procedures are enacted to provide quality and consistency in training and evaluation whether at an airmanship or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.2.1. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2 waivers) approval. Unless otherwise stated in this document, 12 FTW/CC (or 306 FTG/CC if delegated) is the approval authority (T-3 waivers) for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.2.2. **AETC Units**. Coordinate T-2 waivers through AETC/A3FP as appropriate. Squadron commanders (SQ/CCs) will submit all T-2 waiver requests, using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval,* through command channels via Tasker Management Tool (TMT). Waiver requests must provide justification why the individual or unit cannot comply with requirements. AETC/A3FP and the units will file a copy of approved waivers to this volume according to AFI 33-360.

1.2.3. **Flying Training Group (FTG) Commander**. The FTG/CC authorizing local supplements will handle waivers to unit supplemental guidance.

1.3. Responsibilities.

1.3.1. Director of Intelligence, Operations, and Nuclear Integration (AETC/A2/3/10):

1.3.1.1. Establishes policies and provides directives and resources for the conduct of USAFA airmanship and formal flying and parachute training programs.

1.3.1.2. Coordinates all changes to USAFA airmanship programs with USAFA/CV.

1.3.1.3. Approves command developed and maintained USAFA airmanship and formal flying/parachute training syllabuses.

1.3.2. **AETC/A3F.**

1.3.2.1. Oversees execution of USAFA airmanship and flying/parachute training programs.

1.3.2.2. Develops and publishes USAFA airmanship and formal flying/parachute training policies, syllabuses, and student management procedures.

1.3.2.3. Coordinates all changes to USAFA airmanship programs with USAFA/A3.

1.3.2.4. Assists AETC/A3R with the production of flying training production metrics.

1.3.3. **AETC/A3R.**

1.3.3.1. Programs and manages USAFA airmanship and flying training Programmed Flying Training (PFT).

1.3.3.2. On behalf of AF/A1PT, coordinates with USAFA and AFROTC collecting the requirements for the Five Year Defense Plan. Provides AETC inputs to the AF/A1PT data call.

1.3.3.3. Works closely with AF/A1PT to produce the USAFA Airmanship Program Requirements Document (UAPRD), performs the Capacity and Resource Analysis, provides Shortfall Report, and proposed USAFA Airmanship Program Guidance Letter (UAPGL) to AF/A1PT.

1.3.3.4. Once UAPGL is approved by AF/A1PT, translates the above documents into a requirements-based input into the Program Objective Memorandum (POM) process.

1.3.3.5. Coordinates, publishes and manages the yearly Program Flying Training (PFT), based upon the UAPGL.

1.3.3.6. Manages USAFA airmanship and flying training production metrics.

1.3.3.7. Prior to the beginning of each Academic Year, uploads the PFT document to the Flying Training Production Analysis (FTPA) web-based input tool.

1.3.3.8. Prior to the beginning of each Academic Year, publishes the Quota Management Worksheet.

1.3.3.9. Validates requirements, then advocates for and programs resources to accomplish the published USAFA Airmanship Program Guidance Letter.

1.3.3.10. When requested by 306 FTG Registrar, coordinates loading of students in Oracle Training Administration (OTA).

1.3.3.11. Programs and manages the command Flying Hour Program.

1.3.4. **AETC/A3V, Standardization and Evaluation (Stan/Eval) Division**. AETC/A3V is responsible for flying training policy and standardization. Training unit formal inspections are conducted IAW AETC Supplement to AFI 90-201, *The Air Force Inspection System*.

1.3.5. **Nineteenth Air Force Director of Operations (19 AF/A3).** 19 AF is responsible for executing formal flying training operations within AETC.

1.3.6. **306 FTG/CC.**

1.3.6.1. Is the program executor for USAFA airmanship and AETC formal flying/parachute training programs assigned to the FTG.

1.3.6.2. Tracks cadet/upgrade cadet entry into and completion of USAFA airmanship courses and tracks student entry into and completion of formal flying training courses, maintaining accurate records in appropriate database(s).

1.3.6.3. Reviews waiver requests (AETC Form 6, *Waiver Request*) according to the applicable syllabus.

1.3.6.4. Serves as the Commander's Review (CR) Approving Authority (AA) for upgrade cadets in USAFA airmanship programs, and students in formal flying training and parachute upgrade courses.

1.3.6.5. When required, serves as the Flying Evaluation Board (FEB) convening authority following the elimination of students (rated pilot/career jump inherent Air Force Specialty Code (AFSC)) from formal flying training and parachuting upgrade courses IAW AFI 11-402, *Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges.*

1.3.6.6. Establishes a registrar to oversee/perform student administrative duties for formal course training. See paragraph **1.3.7**

1.3.6.7. Ensures cadets, upgrade cadets and students meet Air Force and/or USAFA requirements of standards and discipline.

1.3.7. **94 FTS, 98 FTS, 557 FTS, and 306 OSS Squadron Commanders.**

1.3.7.1. Oversee and are ultimately responsible for the Commander's Awareness Program (CAP), CR process, progress checks (PCs), and elimination checks (ECs).

1.3.7.2. Forward syllabus waiver requests (AETC Form 6) IAW the applicable syllabus.

1.3.7.3. Document all syllabus deviations in the cadet's training records and report them to AETC/A3FP.

1.3.7.4. Are the CR Approval Authority for cadets, Reviewing Authority (RA) for upgrade cadets, and the Initiating Authority (IA) for students according to paragraph **2.6**

1.3.8. **The 306 FTG Registrar.** In addition to those identified in AETCI 36-2605, Volume 1, specific duties include**:**

1.3.8.1. Administers and tracks cadet/upgrade cadet/student entries into and completion of airmanship and formal courses.

1.3.8.1.1. Ensure cadets are scheduled through USAFA/DFR IAW the USAFA/306 FTG Host Tenant Support Agreement. **(T-3)**

1.3.8.1.2. Ensures all administrative prerequisites are met by enrolled cadets and upgrade cadets seven days prior to the start of an airmanship course. **(T-3)**

1.3.8.1.3. Updates FTPA database with actual class entries, attritions, gains, losses, graduation numbers, and notes of explanation for wash-backs, attritions, and class

changes. These updates are due no later than five lessons after class start dates, and class completion dates.

1.3.8.1.4. Reports cadets and upgrade cadet course grades to USAFA/DFR IAW the USAFA/306 FTG Host Tenant Support Agreement. **(T-3)**

1.3.8.1.5. Ensures USAFA maintains a class graduation roster of airmanship courses for the period of assignment at USAFA or three years for AFROTC cadets.

1.3.8.2. Oversees and tracks 306 FTG (assigned and attached), active duty/reserve/DoD civilian student entry into and completion of formal flying training courses.

1.3.8.2.1. Through AETC/A3R, ensures active duty/reserve students are loaded into OTA prior to the start of a formal course.

1.3.8.2.2. Through 10 FSS, ensures all administrative prerequisites, including an appropriate ADSC or a signed AF Form 63, *ADSC Acknowledgement Statement,* are completed for formal flying training students.

1.3.8.2.3. Maintains class graduation rosters, of all active duty/reserve/DoD civilian qualification courses for three years.

1.3.9. **Flying Training Squadron Flight Commanders (FLT/CCs)/Program Managers.**

1.3.9.1. Supervise and monitor all cadet, upgrade cadet, and student training.

1.3.9.2. Assist flying training squadron leadership in the administration of the training review process while providing for discipline, physical and mental well-being, and general welfare of cadets, upgrade cadets, and students. FLT/CCs/Program Managers must be aware of each cadet's, upgrade cadet's, and student's progress in all areas and inform squadron leadership of training discrepancies as they arise.

1.3.9.2.1. Initiate and manage upgrade cadet and student administrative hold according to paragraph **2.2**

1.3.9.2.2. Assist in management of the CAP and counsel cadets, upgrade cadets, and students according to paragraph **2.4**

1.3.9.2.3. Manage upgrade cadet and student PC and EC procedures according to paragraph **2.5**

1.3.9.2.4. Serve as the CR Initiating Authority for cadets/upgrade cadets, and assist in the management of the CR process for cadets, upgrade cadets, and students according to paragraph **2.5**

1.3.9.3. Report course entry roster discrepancies, additions, and deletions to the Registrar according to paragraph **1.5 (T-3)**

1.3.9.4. Report cadet, upgrade cadet and student syllabus completion specifics (AETC completion criteria) and course grades (cadet/upgrade cadet) to the Registrar within two duty days of course completion, or the event affecting active enrollment in the airmanship or formal course (e.g. withdrawal, admin hold, etc.). **(T-3)**

1.3.9.5. Ensure training records management, maintenance, and distribution according to paragraph **2.8** and **Chapter 4.**

1.4. Entry Prerequisites.

1.4.1. Team Selection. Each airmanship team syllabus (ex: AM-461, AM-465 and AM-491) will specify team selection criteria and processes.

1.5. Quota Management. The PFT document establishes the baseline for student quota management. AETC/A3R maintains the quota management worksheets, which reflect real-time changes and are primary source documents for AETC flying training course class entry, student load, and production schedules. These worksheets are available on line at **https://cs3.eis.af.mil/sites/OO-OP-AE-57/default.aspx**.

1.5.1. **Class Entry Rosters.**

1.5.1.1. Units will obtain airmanship and formal flying training course class entry rosters not later than two weeks before class entry. **(T-3)**

1.5.1.2. Units will report roster discrepancies, changes, or other modifications to the 306 FTG Registrar as soon as they are discovered, but no later than two calendar days following the class start date. **(T-3)** The Registrar will correct airmanship roster discrepancies and report formal training course roster changes, discrepancies, and graduation delays to AETC/A3R within five calendar days. The registrar will coordinate changes to cadet airmanship program rosters with USAFA/DFR IAW the USAFA/306 FTG Host Tenant Support Agreement. **(T-3)**

1.5.2. **Class Quotas**. HQ AETC provides yearly class quotas via electronic PFT pages published on the AETC/A2/3/10 home page and/or via messages. The Registrar will notify affected units of quota changes.

Chapter 2

STUDENT MANAGEMENT

2.1. Fitness Program. Cadet/upgrade cadet physical training is based on the requirements specified in USAFA Instruction 36-2002, *Cadet Weight and Fitness Programs.* Students in formal flying training courses must participate in a scheduled physical training program, based on AETC guidance, and the applicable syllabus.

2.1.1. Cadets/upgrade cadets enrolled in all airmanship programs must meet the fitness standards or athletic probation requirements specified in the respective syllabus.

2.2. Administrative Hold (Admin Hold – Other or Training Delay – Medical).

2.2.1. **Students**. Refer to AETCI 36-2605 Vol. 1.

2.2.2. **Upgrade Cadets**. Flying training squadron program or training managers may place upgrade cadets whose training has been suspended for other than medical reasons for more than 15 calendar days on administrative hold. Administrative hold should be used judiciously for extenuating circumstances to include family serious illness, death or other personal problems beyond the individual's control. If an upgrade cadet is on administrative hold for more than 30 calendar days or may reach this threshold, flying training squadron commanders or designated representatives will notify the 306 FTG Registrar, who will in turn notify 19 AF/A3 and AETC/A3F. The flying training squadron commander, or designated representative, will work with 19 AF/A3, AETC/A3F and USAFA/A3 (USAFA student) or USAFA/CW (upgrade cadet) in determining appropriate actions for upgrade cadet/student status, and notify the Registrar of final action taken. Upgrade cadets placed in duties not involving flying (DNIF) status or its equivalent for more than 30 calendar days should either be placed in administrative hold status or be considered for elimination.

2.2.3. **Basic Airmanship Cadets**. Will not be placed on administrative hold.

2.3. End-of-Course Critiques. The 306 FTG/CC will approve an end-of-course critique program. As a minimum, the critique will include questions directly inquiring about unprofessional relationships, maltraining, maltreatment and others as directed by 19 AF/CC. The 306 FTG will compile the results of the critiques and answers to these specific topics and provide the responses to 19 AF/A3 and AETC/A3F quarterly. Administer the critique within 15 duty days of course completion/graduation. **(T-3)** Use AETC Form 673, *Student Critique*, or a 306 FTG/CC-approved paper or electronic equivalent as prescribed in AETCI 36-2605 Vol. 1. The individual flying training squadron commander, or their designated representative, will review the end-of-course critiques and initiate corrective action as necessary. Electronic critiques administered by USAFA/A9A for cadet airmanship courses meet this requirement as long as the results are provided to the respective unit commanders for action and forwarded to 19 AF and HQ AETC as directed above.

2.4. Commander's Awareness Program.

2.4.1. **Objective.** CAP's objective is to focus supervisory attention on a cadet's, upgrade cadet's or student's progress, specific deficiencies, and potential to complete the course. CAP may also be used to monitor personal issues requiring supervisory attention.

2.4.2. **Categories**. CAP is divided into the following categories:

2.4.2.1. **Airmanship**. Cadets, upgrade cadets, or students demonstrating performance deficiencies in the flying or parachuting courses.

2.4.2.2. **Procedural**. Cadets, upgrade cadets, or students exhibiting substandard general or emergency procedure knowledge.

2.4.2.3. **Academic**. Cadets, upgrade cadets, or students exhibiting substandard academic performance.

2.4.2.4. **Airsickness/Physiological Incidents**. Cadets, upgrade cadets, or students exhibiting chronic, unresolved airsickness, manifestation of apprehension (MOA), G-Induced Loss of Consciousness (G-LOC), etc.

2.4.2.5. **Military**. Cadets, upgrade cadets, or students exhibiting substandard military or professional behavior.

2.4.2.6. **Other**. Cadets, upgrade cadets, or students with personal issues requiring supervisory attention.

2.4.3. **Syllabus Guidance.** The flying training squadron commander will execute the CAP as specified in this instruction and the applicable syllabus.

2.4.4. **CAP Procedures**. The flying training squadron commander or designated representative will place cadets, upgrade cadets, or students on CAP when warranted and remove them when sustained normal progress is demonstrated or when personal issues are resolved. Removal should not be strictly event-based i.e., pass the check, particularly when individual weak areas can carry over into the next unit of instruction.

2.4.4.1. For cadets, upgrade cadets, and students placed on CAP, the flying training squadron commander or designated representative will complete AF Form 4293, *Student Activity Record***, (**or 306 FTG/CC-approved, locally produced equivalent).

2.4.4.2. While cadets, upgrade cadets, or students are on CAP, the unit will tailor training to address the cadet's, upgrade cadets, or student's particular situation within the limits of the syllabus. The flying training squadron commander or designated representative will closely monitor instructor continuity. Proficiency standards must not be compromised to permit CAP cadets, upgrade cadets, or students to progress in the course. Additional sorties to clear training deficiencies must not exceed those authorized in the syllabus.

2.4.4.3. Flight commanders (FLT/CCs) (or program managers) will provide counseling when cadets, upgrade cadets, or students are placed on or removed from airmanship, procedural, academic, airsickness, military or other CAP.

2.4.4.4. The unit's initial CAP counseling to a cadet, upgrade cadet or student, must cover CAP objectives, individual training plan, instructor continuity, and CAP removal goals. FLT/CCs (or program managers) or above determine when to conduct additional counseling. Additional counseling is required if cadets, upgrade cadets, or students fail to meet the CAP removal goal. FLT/CCs and supervisors update goals appropriately. Document all counseling in the cadet's, upgrade cadet's, or student's training records on AF Form 4293.

2.4.4.5. Generally, CAP is intended as a short-term program. Cadets, upgrade cadets, or students requiring an extended period of increased supervision or repeated placement on CAP should be considered for a Progress Check, Elimination Check, and/or a Commander's Review IAW the appropriate syllabus and this instruction. The cadet's, upgrade cadet's, or student's FLT/CC (or program manager) briefs squadron leadership weekly on their progress. As a minimum, this briefing includes the cadet's, upgrade cadet's, or student's strong and weak areas, additional training (AT) details, and anticipated removal date from CAP.

2.5. Progress Check (PC) and Elimination Check (EC) Procedures. (**Note:** Not applicable to cadets enrolled in AM-250, AM-251, AM-420, AM-490, AM-491, and AM-496.). The PC and EC are key events in determining if an upgrade cadet or student will continue in training. Triggers for these events are defined in the applicable syllabus. The flying training squadron commander is the ultimate authority for PC/EC decisions. The FLT/CC (or program manager) coordinates with the flying training squadron commander or designated representative to ensure all additional training events and requirements are completed prior to a PC/EC. The scheduler or designated representative coordinates scheduled PC and EC flights with the flying training squadron commander or designated representative.

2.5.1. **Authorized PC and EC Pilots**. Refer to the syllabus for authorized PC and EC pilots. The flying training squadron commander will provide training and certify PC and EC pilots.

2.5.2. **Ground Evaluations.**

2.5.2.1. PC/EC ground evaluations may be conducted as a result of unsatisfactory general knowledge/emergency procedures knowledge or as the result of a FLT/CC (or program manager) directed evaluation for failure to progress/meet syllabus standards in procedural knowledge.

2.5.2.2. The designated PC/EC instructor conducts the briefing, ground evaluation execution, debriefing, and assigns the overall grade. The ground evaluation should be of sufficient length to evaluate the cadet's, upgrade cadet's, or student's overall procedural knowledge.

2.5.3. **PC/EC Guidance.**

2.5.3.1. For PCs generated within a unit, instructor pilots (IPs) will give appropriate instruction in all sub-standard areas and cadets, upgrade cadets, or students accomplish the items that precipitated the PC.

2.5.3.2. If an unsatisfactory check generates a PC, instructors may not offer instruction on items that triggered the PC. When assigning an overall grade, instructors consider the cadet's, upgrade cadet's, or student's overall proficiency and situational awareness.

2.5.3.3. During an EC, upgrade cadets or students may repeat maneuvers and receive instruction from the IP in all areas. In all cases, accomplish the items that precipitated the EC. When assigning an overall grade for an aircraft EC, check pilots assess the cadet's, upgrade cadet's, or student's ability to accept instruction, potential to complete the course and, where applicable, succeed in follow-on training.

2.5.4. Grade a PC or EC IAW syllabus guidance. A satisfactory PC or EC completes the mission that triggered the check if all original mission objectives are met. If the next

scheduled mission is the check, all check objectives were satisfied, and the upgrade cadet or student demonstrated the abilities and potential to successfully complete training on the PC or EC, then the PC or EC counts as the check. **Note**: A PC or EC does not count for an evaluation required by AFI 11-202, Vol. 2, *Aircrew Standardization/Evaluation Program*.

2.5.5. A PC/EC is incomplete only if the mission tasks and objectives could not be completed and a reasonable evaluation of upgrade cadet or student performance could not be made. It is not acceptable to incomplete an aircraft PC/EC for non-flying or ground items with a recommendation that another qualified PC/EC instructor administer additional ground events to determine the outcome of the PC/EC.

2.6. Commander's Review Process.

2.6.1. **Overview.** The CR recommends a cadet's, upgrade cadet's, or student's elimination or retention in the course. The CR process must be completed within 10 duty days from the date the Initiating Authority (IA) signs the applicable AETC Form 126A, *Record of Commander's Review Action*.

2.6.2. **Entry**. Enter cadets, upgrade cadets, or students failing to progress in the normal syllabus flow (including drops-on-requests) into the CR process IAW the appropriate syllabus. The flying training squadron commander (IA) enters students into the CR process. The FLT/CC or program manager (IA) enters cadets and upgrade cadets into the CR process as outlined in the syllabus.

2.6.3. **Initiating Authority.** The IA:

2.6.3.1. Notifies cadet, upgrade cadet, or student in writing of their consideration for elimination (**Attachment 2**).

2.6.3.2. Briefs the cadet, upgrade cadet, or student on the CR process (**Attachment 3**).

2.6.3.3. Removes the cadet, upgrade cadet, or student from training. The IA may elect to continue the cadet, upgrade cadet, or student in academic training with the concurrence of the RA.

2.6.3.4. Completes Section I of AETC Form 126A and ensures the cadet, upgrade cadet, or student completes Section II.

2.6.3.5. Sends the RA the completed AETC Form 126A along with the cadet's, upgrade cadet's or student's memorandum, training records, and any attachments.

2.6.4. **Reviewing Authority.** The 306 FTG Deputy Commander is the RA for students. The flying training squadron commander is the RA for upgrade cadets. The flying training squadron DO is the RA for cadets.

2.6.4.1. Examines the cadet's, upgrade cadet's or student's training records and, interviews the associated FLT/CCs, instructor pilots, operations officer (DO), and/or SQ/CC as appropriate. The RA recommends elimination from or retention in airmanship or formal course.

2.6.4.2. Completes Sections III and V (if applicable) of AETC Form 126A and forwards the form with all applicable records to the AA for final review. The records include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

2.6.4.3. Terminates or completes the CR when it becomes apparent circumstances require notification of USAFA/CW for cadet disciplinary action, convening an investigation under the provisions of AFI 51-602, *Boards of Officers,* for a formal training student, or when information surfaces that would cause the cadet, upgrade cadet, or student to be medically disqualified.

2.6.5. **Approving Authority.** The 306 FTG/CC is the AA for upgrade cadets and students. The flying training squadron commander is the AA for cadets. The AA will eliminate or reinstate the cadet, upgrade cadet, or student.

Table 2.1. Commander Review Authorities.

If the member is a:	The IA is:	The RA is:	The AA is:
Cadet	FLT/CC or Program Manager	SQ/DO	SQ/CC
Upgrade Cadet	FLT/CC or Program Manager	SQ/CC	FTG/CC
Student	SQ/CC	FTG/CD	FTG/CC

2.7. Cadet/Upgrade Cadet/Student Eliminations.

2.7.1. Eliminate cadets, upgrade cadets or students if they:

2.7.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness and manifestation of apprehension (MOA). Annotate specific deficiencies in the remarks section of AF Form 4293.

2.7.1.2. Fail to meet proficiency standards of the syllabus in flying/parachuting, academics, or procedures.

2.7.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

2.7.1.4. Fail to maintain Cadet in Good Standing requirements, as defined by AFCWMAN 36-3501, *The Cadet Sight Picture,* or receive punitive action under the articles of the Uniform Code of Military Justice (UCMJ) (cadets/upgrade cadets).

2.7.1.5. Drop on Request (DOR) (cadet/upgrade cadet) or attempt to DOR (student in a formal flying course) or Attempt to DOR (rated aircrew members). **(T-2)** Rated officers attempting to DOR from a formal training course fall under the provisions in AFI 11-402 and will be removed from the formal training course via a CR prior to implementing AFI 11-402 procedures. **(T-2) Note:** Attempting to DOR will trigger an FEB which opens the member to permanent disqualification from aviation service and may prohibit wearing the aviation badge.

2.7.1.6. Become medically disqualified.

2.7.1.7. Initiate action to separate from the service.

2.7.1.8. Become involved in drug abuse substantiated by reliable evidence.

2.7.1.9. Receive adjudication for being absent without leave (AWOL), are confined, or have deserted.

2.7.1.10. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the cadet's, upgrade cadet's or student's fitness for continued service.

2.7.1.11. Are recalled (students) or removed (cadet or upgrade cadet) by the parent unit or higher headquarters. **Note**: Units will not allow students to be recalled without prior coordination with AETC/A3F.

2.8. Dispositions.

2.8.1. Cadets, upgrade cadets, or students reinstated by the CR process will re-enter training as dictated by the appropriate syllabus. An EC or equivalent may apply following completion of additional training. Cadets, upgrade cadets or students reinstated after academic deficiencies repeat the examination after appropriate AT. Students reinstated following a flight evaluation board will complete AT directed by the final approval authority.

2.8.2. Return eliminated cadets, upgrade cadets, or students to their assigned unit.

2.9. CR Records Distribution.

2.9.1. The 306 FTG Training Officer or designated authority maintains original upgrade cadet and student CR records according to AF RDS and distributes them within 10 duty days of completion of the CR. The program manager will maintain all USAFA/ROTC cadet CR records for one year after completion of training. These records will be available for review.

2.9.2. Distribute eliminated upgrade cadets' and students' CR records as outlined in **Table 2.2** and maintain according to AF RDS.

2.9.3. The Registrar ensures eliminations are updated in the appropriate training management database with the proper elimination code.

Table 2.2. ROTC Cadet, Upgrade Cadet and Student CR Records Distribution.

ITEM	Document	Member	Distribution
1	AETC Form 126A (**Note 1**)	AF Active Duty	306 FTG/CC 19 AF/A3
		Civilian	AFPC/DPSIP & AFPC/DPAOT3 each (**Note 2**)
		AFRC	306 FTG/CC 19 AF/A3 HQ AFRC/A1 (**Note 4**)
2	AETC Form 126A (**Note 1**)	Upgrade Cadet	306 FTG/CC USAFA/CWVVD
		ROTC cadet (**Note 5**)	AFROTC/DOX
3	Notification memorandum (**Note 3**)	All	306 FTG/CC 19 AF/A3
4	Student's show cause memorandum (**Note 3**)		
5	Student's training folder (**Note 3**)		
6	SF 502, Medical *Record—Narrative Summary (Clinical Résumé)* or an equivalent form, if applicable (IAW AFI 41-210, *Patient Administration Functions*) (**Note 3**)		

Note:
1. Suspense is 10 duty days after completing the CR.
2. For CR packages, attach items 3 through 6 of this table to the AETC Form 126A. Suspense is 10 duty days after CR completion.
3. For CR packages for eliminated upgrade cadets, the Registrar or designated authority maintains items 3 through 6 of this table and makes them available to the offices in column C when requested.
4. HQ AFRC/A1, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635.
5. AFROTC cadet CR packages will be made available to the 306 FTG/CC, AFROTC/DOX and the 306 FTG Registrar on request.

2.10. AFRC Student Disposition.

2.10.1. Units will notify the 19 AF/CCR via electronic mail (E-mail) when an AFRC student requires a PC or an EC, enters the commander's review (CR) process, is placed on administrative hold, or is eliminated from or reinstated in training. In addition, notify 19 AF/CCR when there is a reasonable doubt about a student's potential to complete a training syllabus. Include 340 FTG/CC and AFRC/A3RB, as applicable, as addressees on the E-mails.

Chapter 3

MEDICAL MANAGEMENT REQUIREMENTS

3.1. Airsickness Procedures.

3.1.1. Cadets, upgrade cadets, and students must meet course training standards (CTS) to continue training. Grade them against the absolute rating scale, regardless of the effect of airsickness. Early in the course, the instructor may change the profile, momentarily take control of the aircraft, or if necessary, terminate the mission to help cadets, upgrade cadets, and students overcome the effects of airsickness. As cadets, upgrade cadets, or students progress in training, instructor assistance decreases.

3.1.2. IAW the syllabus, refer cadets, upgrade cadets or students who experience active or passive airsickness to the flight surgeon or other designated individual for examination, counseling, and appropriate treatment. Document episodes of airsickness on AF Form 4293 or 306 FTG/CC-approved, locally produced equivalent.

3.1.3. Upgrade cadets or students who become airsick on a post-solo sortie receive an overall grade of Unsatisfactory.

3.1.4. Cadets, upgrade cadets or students are not allowed to solo on the next sortie after a sortie on which they have become airsick (passive or active).

3.2. Manifestation of Apprehension Procedures. The SQ/CC or FLT/CCs (or program managers), requests a flight surgeon examination (except where syllabus provides other guidance) for a cadet, upgrade cadet, or student with MOA symptoms. If no psychological or physical pathology are present, the cadet, upgrade cadet, or student is deemed medically qualified for flying/jumping duties. The decision to eliminate a cadet, upgrade cadet, or student for MOA reasons is an operational decision based on mission impairment and operational risk management. If the decision is made to recommend elimination, conduct a CR.

3.3. G-Induced Loss of Consciousness (G-LOC) Procedures. All GLOCs must be evaluated by the flight surgeon for clearance to fly and written up on the cadet's, upgrade cadet's or student's grade card. Fly the next sortie dual. Flight surgeons conduct medical evaluations of all GLOCs. If GLOC occurs, grade the sortie U overall for safety of flight.

Chapter 4

TRAINING RECORDS AND DOCUMENTATION

4.1. Introduction. Training records are for the exclusive use of the cadets', upgrade cadets' or students' FLT/CC or program manager immediate chain of command and instructors and USAFA Airmanship Program Manager (all cadets and USAFA-assigned students). Specify procedures in local unit guidance. **(T-3)**

4.1.1. All personnel will secure training records and personal information folders to prevent unauthorized access. Information affecting cadet, upgrade cadet, or student performance that is inappropriate for public access or sensitive in nature is documented in this folder. Keep training records in a secure location. When required, FLT/CCs/supervisors maintain personal information folders on cadets, upgrade cadets, and students to protect information of a personal nature not appropriate for the training folder. Cadets, upgrade cadets, or students may only access their own training folder.

4.1.2. Record each aircraft, academic, and ground training event in the training folder.

4.2. Content. The following items are included in the cadet's, upgrade cadet's, or student's training folder. (Units will comply with syllabus directed training documentation or applicable mission design series guidance.)

4.2.1. AETC Form 101, *Student Performance Summary,* (or 306 FTG/CC-approved, locally produced form).

4.2.2. AF Form 4293.

4.2.3. Grade sheets. (GTIMS or paper gradecards)

4.2.3.1. Instructors will (except where syllabus provides other guidance) provide postflight comments in the comment column of the grade sheet on individual maneuvers. Write comments in a way that provides continuity from one IP to the next and alerts IPs to the areas and objectives they should concentrate on for the ensuing sortie.

4.2.3.1.1. As a minimum, (except where syllabus provides other guidance) provide comments for any maneuver graded below the previous unit maneuver item file (MIF) proficiency level. Ensure comments are consistent with assigned grades and the course training standards (CTS).

4.2.3.1.2. If the overall lesson grade is fair (F) or unsatisfactory (U), instructors will provide comments on all maneuvers graded below the previous unit MIF and any weak areas that need to be highlighted. Consolidate comments in the "Overall Comments" section under the "Comments" tab. Comments will follow the cause-and-effect format to document the substandard performance and identify the root cause. Each MIF item will be addressed separately. Do not use a MIF item to justify a downgrade of other MIF item(s) without a corresponding down grade of the first MIF item. Do not bundle multiple MIF items under a single MIF item.

4.2.3.1.3. Units may use the AF Form 4293 instead of the grade sheet to document substandard performance outlined in paragraph **4.2.3.1.2** The 306 FTG/CC will ensure the documentation methodology is standardized in each MDS.

4.2.3.2. As a minimum, in the "Overall Comments" section under the "Comments" tab, instructors will include the mission profile, overall assessment of the cadet/upgrade cadet/student's characteristic performance, and any recommendations for the next IP.

4.2.3.3. Log all cadet/upgrade cadet/student flown landings and patterns during the aircraft sortie. (**Note**: The résumé should reflect all landings and patterns accomplished.)

4.2.3.4. Grade sheet Review. Document grade sheet reviews in the "Grade Sheet Reviews" section under the "Docs" tab.

4.2.3.4.1. If the lesson is incomplete, the approval authority for the incomplete sortie will indicate approval by documenting a formal review.

4.2.3.4.2. If the overall lesson graded is fair (F) or unsatisfactory (U), the individual's assigned IP and the FLT/CC will review the grade sheet and document the formal review.

4.2.4. AETC Form 6.

4.2.5. AETC Form 126A

4.2.6. Messages.

4.2.7. Summary of training.

4.3. Use of AF Form 4293. Use AF Form 4293 to document cadet, upgrade cadet, or student training in the training records. Instructors will provide a concise summary of the cadet's, upgrade cadet's, or student's training and ensure entries clarify any training action. Begin each entry with the date, mission number (if applicable) and reason for the entry. End each entry with the signature, printed name, grade, and duty title of the instructor making the entry. The FLT/CC (or program manager) initials all AF Form 4293 entries prior to the next syllabus-required event. Documentation is required for the following unless exempted in syllabus:

4.3.1. Temporary medical disqualification or medical hold.

4.3.2. Failure of any academic test, category check, flight evaluation, PC, or EC (update AETC Form 101).

4.3.3. Counseling sessions concerning training progress. **Note:** Document sessions concerning sensitive personal problems on AF Form 174, *Record of Individual Counseling*. The supervisor maintains these forms in the personal information folders. Annotate in the cadet's, upgrade cadet's or student's training folder on an AF Form 4293 that a counseling session was conducted.

4.3.4. Initial assignment and change of primary instructor and/or FLT/CC.

4.3.5. Assignment to and removal from CAP.

4.3.6. Training folder review prior to a PC, EC, or CR.

4.3.7. Incomplete missions or maneuvers deferred to the next mission.

4.3.8. Authorization for AT.

4.3.9. Accomplishment of AT sortie. Document any substandard performance.

4.3.10. Removal from or reinstatement into training.

4.3.11. Syllabus deviations or training waivers.

4.3.12. Airsickness or MOA episodes.

4.3.13. Unusual occurrences that could affect the cadet's, upgrade cadet's or student's progress.

4.3.14. Missions graded overall fair (F) or unsatisfactory (U). Use the cause-and-effect format to document substandard performance. Document each item graded below CTS.

4.4. Cadet/Upgrade Cadet/Student Training Records Disposition. For specific guidance, refer to **https://www.my.af.mil/afrims/afrims/afrims/rds**/ .

4.5. Documents. 306 FTG/CC standardizes cadet, upgrade cadet, and student documentation and content.

4.5.1. **AETC Form 6**.

4.5.1.1. Use this form for syllabus waiver requests. Ensure applicable waivers are readily available to appropriate personnel while the cadet/student is in training and maintained in the cadet's, upgrade cadet's, or student's training folder.

4.5.1.2. Ensure the "Remarks/Justification" and "Proposed Course of Action" blocks include sufficient information for the waiver authority to make the appropriate decision.

4.5.2. **AETC Form 101** or 306 FTG/CC-approved, locally produced equivalent.

4.5.2.1. If applicable, a cadet's, upgrade cadet's or student's supervisor uses this form to record and monitor cadet, upgrade cadet or student deficiencies during the course.

4.5.2.2. Document specific military deficiencies. These deficiencies may include unexcused tardiness or absences, traffic tickets, weight program, violations, and dress and appearance (in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel,* and AFCWM 36-3501).

4.5.3. **AETC Form 126A**.

4.5.3.1. Refer to paragraph **2.6** Commander's Review (CR) Process for details.

4.5.3.2. Refer to **Table 2.2** for distribution guidance.

4.5.4. **AF Form 174**. Refer to paragraph **4.3.3** for details.

4.5.5. **Summary of Training**. This locally produced form or electronic equivalent provides a record of training and accomplishments (similar to an AETC Form 240-5, *Summary Record of Training*)

4.5.5.1. Generate a form for each student who completes or is eliminated from a formal training course. **Note:** not required for cadets in airmanship courses.

4.5.5.2. Enter remarks on the form for outstanding achievements and any other pertinent information to indicate the upgrade cadet's or student's performance, progress, or achievements during the course.

4.5.6. **AETC Form 673** or 306 FTG/CC-approved, locally produced equivalent. Document end-of-course critiques on this form.

4.5.7. **AF Form 1256,** *Certificate of Training (LRA),* or 306 FTG/CC approved locally produced equivalent.   Units complete this form for upgrade cadets and students who successfully complete airmanship and formal training courses. **Note:** Not required for cadets in basic airmanship programs with the exception of AM-490.

4.5.8. **AF Form 4293** or a 306 FTG/CC-approved, locally produced form.   Refer to paragraph **4.3** for details.

Chapter 5

TRAINING MANAGEMENT

5.1. Requirements.

5.1.1. Certified instructors conduct training.

5.1.2. Instructors use an AETC-approved syllabus.

5.2. Crew Rest and Flight Duty. Cadets, upgrade cadets or students comply with AFI 11-202, Vol. 3, *General Flight Rules*.

5.3. Training Duration. Cadets, upgrade cadets or students complete courses within the time-frame stipulated in the syllabus.

5.4. Mishaps. In the event of a mishap, personnel report through their immediate supervisors, all mishaps to their program administrator who, in turn, sends this information to 306 FTG/SE, 19 AF/A3, AETC/A3F and AETC/SEF. Mishap reporting is IAW AFI 91-204 *Safety Investigations and Reports,* and AF Form 978, *Supervisor Mishap Report*. Staffs forward reports to their respective senior leadership. **Note**: Additionally, parachuting programs will report all applicable jump incidents IAW procedures outlined in AFI 11-410, *Personnel Parachute Operations.*

JOHN A CHERREY, Brigadier General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 September 2010,

AFI 11-202, Volume 2_AETCSUP, *Aircrew Standardization/Evaluation Program,* 20 January 2014

AFI 11-202, Volume 3, *General Flight Rules*, 7 November 2014

AFI 11-402, *Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges*, 13 December 2010,

AFI 11-402_AETCSUP, *Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges,* 10 July 2012

AFI 11-410, *Personnel Parachute Operations*, 4 August 2008

AFI 11-410_AETCSUP, *Personnel Parachute Operations*, 13 April 2010

AFI 33-360, *Publications and Forms Management*.

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 12 January 2012

AFI 51-602, *Boards of Officers*

AFI 90-201, *The Air Force Inspection System, 21 April 2015*

AFI 91-204, *Safety Investigations and Reports,* 12 February 2014

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-26, *Total Force Development*, 27 September, 2011

AETCI 36-2605, Volume 1, *Formal Flying Training Administration and Management*, 7 Nov 2013

AFCWMAN 36-3501, *The Cadet Sight Picture,* 1 August 2008

USAFAI 36-2002, *Cadet Weight and Fitness Program*, 2 May 2012

Prescribed Forms

None

Adopted Forms

AETC Form 6, *Waiver Request*

AETC Form 101, *Student Performance Summary*

AETC Form 126A, *Record of Commander's Review Action*

AETC Form 240-5, *Summary Record of Training*

AETC Form 673, *Student Critique*

AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*

AF Form 174, *Record of Individual Counseling*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor Mishap Report*

AF Form 1256, *Certificate of Training (LRA)*

AF Form 4293, *Student Activity Record*

Abbreviations and Acronyms

AA—approving authority

AETC—Air Education and Training Command

ADSC—active duty service commitment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AT—additional training

AWOL—absent without leave

CAP—commander's awareness program

CC—commander

CD—deputy commander

CR—commander's review

CRM—cockpit/crew resource management

CTS—course training standard

DNIF—duty not including flying

DoD—Department of Defense

DO—director of operations/operations officer

DOR—drop-on-request

EC—elimination check

FEB—flying evaluation board

FLT/CC—flight commander

FTG—flying training group

FTPA—flying training production analysis

FTS—flying training squadron

G-LOC—G-induced loss of consciousness

IA—initiating authority

IP—instructor pilot

LOA—lack of adaptability

MAJCOM—major command

MOA—manifestation of apprehension

OPR—office of primary responsibility

OTA—oracle training administration

PC—progress check

PFT—programmed flying training

RA—reviewing authority

RDS—records disposition schedule

SQ/CC—squadron commander

TMT—tasker management tool

UCMJ—Uniform Code of Military Justice

USAFA—United States Air Force Academy

UAPRD—USAFA Airmanship Program Requirements Document

Terms

Course—The entire program of academics and aircraft conducted in all media during the programmed training days as outlined in a specific syllabus.

Course Training Standards (CTS)—The performance, conditions and standards describing skills and proficiency levels required for students to complete a course.

Courseware—The technical data, textual materials, audio, video, film, computer instruction, instructor guides, student guides, and other training material developed to support and implement the syllabus.

Medium—Media include aircraft and ground training.

Attachment 2

SAMPLE UPGRADE CADET OR STUDENT NOTIFICATION MEMORANDUM

A2.1. Note. Not required for cadets from Basic Airmanship Courses.

Table A2.1. Sample Upgrade Cadet or Student Notification Memorandum

(*Date*)

MEMORANDUM FOR (*Upgrade Cadet or Student's Name*)
FROM: (*Initiating Authority*)
(*Address*)
SUBJECT: *Commander's Review*

1. You are being entered into the commander's review. This review evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.

2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Pursuant to 10 USC§ 8013, the approving authority uses your memorandum and/or written statements. These documents become part of a case file kept at 19 AF/DO and are destroyed one year after completion of training in accordance with the AF Records Disposition Schedule. The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. **Note:** You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than 2 duty days after receipt of this memorandum.
(*Initiating Authority's Signature*)
1st Ind
TO: (*Initiating Authority*)   (*Date*)
Receipt acknowledged.
(*Upgrade Cadet's/Student's Signature*)

Attachment 3

COMMANDER'S REVIEW CHECKLIST AND BRIEFING GUIDE

A3.1. Note. Not required for cadets from Basic Airmanship Courses.

Table A3.1. Commander's Review Checklist and Briefing Guide.

Commander's Review Checklist and Briefing Guide
1. The Initiating Authority (IA)
1.1. Informs the cadet, upgrade cadet or student that review action is being initiated and states reasons for the action.
1.2. Explains the initial review process to the cadet, upgrade cadet or student.
1.3. Removes the cadet, upgrade cadet, or student from training pending the AA's decision.
1.4. Completes AETC Form 126A, Section I and clearly states reason when cadet, upgrade cadet, or student is considered for elimination.
1.5. Advises that the cadet, upgrade cadet, or student may submit a "show-cause" memorandum within two duty days after receiving written notification from the IA of the cadet's, upgrade cadet's, or student's consideration for elimination. The memorandum should address why the cadet, upgrade cadet, or student should not be eliminated. Cite specific reasons and provide any information which may have a bearing.
1.6. Ensures the cadet, upgrade cadet, or student completes AETC Form 126A, Section II.
1.7. Forwards the completed AETC Form 126A with the cadet's, upgrade cadet's, or student's show cause memorandum (if submitted), training records, and any attachments to the RA not later than four duty days after notifying the student.
2. The Reviewing Authority (RA)
2.1. Reviews the cadet's, upgrade cadet's or student's training and recommends elimination from or retention in training.
2.2. Completes AETC Form 126A, Sections III and V, and forwards the form with all applicable records to the AA for final decision. Include a written summary of significant facts and specific rationale used to arrive at the recommendations.
2.3. Informs the cadet, upgrade cadet, or student of the CR sequence of events.
2.4. Informs the cadet, upgrade cadet, or student of individual rights for legal assistance and representation if the review is convened under AFI 51-602.
2.5 Forwards recommendations and documentation to the AA for final decision.
3. The Approving Authority (AA)
3.1. Reviews the upgrade cadet's or student's records and RA's recommendations.
3.2. Decides whether the cadet or student is retained in or eliminated from training.
3.3. Completes AETC Form 126A, Section IV. Include remarks on the cadet's or student's officership and, in the event of a student elimination, recommends a follow-on career field.
3.4. Upon elimination, informs the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110. Explains the possibility of reassignment action or release from extended active duty under the separation policies.

I have briefed the student on all items listed above.

(Signature)	*(Date)*

(Briefing Officer's Name, Grade and Title)

I have been briefed on all items listed above.

(Signature)	*(Date)*

(Cadet's, Upgrade Cadet's, or Student's Name and Grade)